

# 403(b)(9) Retirement Plan for Southern Baptist Churches Evangelistic Associations, Vocational Evangelists, Pastoral Counselors

## Enrollment Application

### General directions for completing the enrollment application

- This form must be typed or completed in ink. If you make any changes to the written information, initial the changes.
- In order to make tax-sheltered contributions, you and your employer must complete a written *Salary Reduction Agreement*. **Do not send the Salary Reduction Agreement to GuideStone.**
- If you are a vocational evangelist employed by a church, do not complete this form.
- If you are not employed by a church and are a vocational evangelist, pastoral counselor or an employee of such ministry or association, use this form to enroll in the 403(b)(9) Retirement Plan for Southern Baptist Churches. To make contributions to the plan, you must be currently employed by a Code Section 501(c)(3) organization certified as a "Church" by your state convention. Contact your state convention office for details.

### PARTICIPANT INFORMATION

Participant first name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Social Security number: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Male  Female Marital status:  Married  Single

Daytime telephone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Spouse first name: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Spouse Social Security number: \_\_\_\_\_ Spouse birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### VOCATIONAL ASSOCIATION/MINISTRY INFORMATION

Name of vocational association/ministry: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Position: \_\_\_\_\_

Most recent hire date with this employer: \_\_\_\_/\_\_\_\_/\_\_\_\_ Years in paid Southern Baptist service: \_\_\_\_\_

Please check appropriate box:  Employed by a vocational association  Maintains own vocational ministry

### CONTRIBUTION INFORMATION

Monthly participant contributions Tax-sheltered \$ \_\_\_\_\_

\*Tax-paid \$ \_\_\_\_\_

Monthly association/ministry contributions \$ \_\_\_\_\_

**Total monthly billing amount:** \$ \_\_\_\_\_

\*If you wish to make tax-paid contributions, please see your employer for availability and additional information.

I and/or my spouse have other retirement assets that we would like to consider rolling over to GuideStone.

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**CHOOSE YOUR FUNDS**

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Use one of the three options below to choose your investment funds.

**OPTION 1 — DATE TARGET FUNDS**

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Choose the (one) fund with the target date that best represents your desired retirement date.  
**(Not applicable if you completed Option 2 or Option 3.)**

- MyDestination 2005 Fund
- MyDestination 2015 Fund
- MyDestination 2025 Fund
- MyDestination 2035 Fund
- MyDestination 2045 Fund

**OPTION 2 — ASSET ALLOCATION FUNDS**

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Choose the (one) fund that best represents your investor profile.  
**(Not applicable if you completed Option 1 or Option 3.)**

- Conservative** — Conservative Allocation Fund (25% equities, 75% fixed income).
- Moderately conservative** — Balanced Allocation Fund (50% equities, 50% fixed income).
- Moderately aggressive** — Growth Allocation Fund (75% equities, 25% fixed income).
- Aggressive** — Aggressive Allocation Fund (100% equities).

**OPTION 3 — BUILD YOUR OWN PORTFOLIO**

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Use Option 3 if you choose to mix your own portfolio from the **Select Funds** and/or any of the other funds available.  
**(Not applicable if you completed Option 1 or Option 2.)**

Investment Fund: _____	Percentage: _____ %
Investment Fund: _____	Percentage: _____ %
Investment Fund: _____	Percentage: _____ %
Investment Fund: _____	Percentage: _____ %

Total must equal 100%

Please write in the space below for more than four fund choices.

You have the right to make plan investment elections for contributions made on your behalf to the retirement plan. GuideStone has designated a fund to which contributions are made if you do not specify an investment election. All contributions will be placed in this fund until you change your election and you have sole responsibility for this default election.

*Participants are prohibited from exchanging out of the Capital Preservation Fund to a “competing fund” without first investing in a “non-competing fund” for a period of at least 90 days. Also, simultaneous exchanges are not allowed. For more complete information, visit [www.GuideStone.org](http://www.GuideStone.org) or call 1-888-98-GUIDE (1-888-984-8433).*

**NEW VOCATIONAL ASSOCIATION/MINISTRY INFORMATION (TO BE COMPLETED BY BILLING CONTACT)**

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Complete if this is the first employee to enroll in the 403(b)(9) Retirement Plan for Southern Baptist Churches from this vocational association/ministry.

Employer tax I.D. number: \_\_\_\_\_ Employer number: \_\_\_\_\_

Billing contact name: \_\_\_\_\_ Contact telephone number: ( \_\_\_\_\_ ) \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

The vocational association/ministry has:

- |   |  |
|---|--|
| <input type="checkbox"/> Received IRS approval as a Code Section 501(c)(3) organization   | <input type="checkbox"/> Secured state convention approval that association/ministry is a church within the meaning of the 403(b)(9) Retirement Plan for Southern Baptist Churches |
| <input type="checkbox"/> Copy of IRS Code Section 501(c)(3) determination letter attached |  |

**PARTICIPANT CERTIFICATION SIGNATURE**

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I certify that: I serve as a full-time evangelist/vocational minister or counselor through the named association/ministry. My ministry is to Southern Baptists. I agree to notify GuideStone immediately if I stop serving as a full-time evangelist/vocational minister through the named association/ministry or if the IRS revokes the Code Section 501(c)(3) status of the association/ministry.

I also understand that GuideStone may review my eligibility annually. Failure to serve Southern Baptists or secure and maintain Code Section 501(c)(3) status will effectively end my participation in the 403(b)(9) Retirement Plan for Southern Baptist Churches. I understand that my application will not be processed if I fail to attach a copy of the IRS determination letter for the association/ministry through whom I serve.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return your completed form to: Retirement Operations  
GuideStone Financial Resources, SBC  
2401 Cedar Springs Road  
Dallas, TX 75201-1498

Or you may fax your form to: 214-720-2105

## Vocational Association/Ministry Information

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If you are employed by your own vocational association/ministry and wish to participate in the 403(b)(9) Retirement Plan for Southern Baptist Churches, you and your association/ministry must meet three sets of requirements.

These include:

- (1) legal requirements,
- (2) plan requirements, and
- (3) state convention requirements.

What **legal** requirements must a vocational association/ministry meet?

- A vocational association/ministry must be an organization exempt from tax under Section 501(c)(3) of the Internal Revenue Code (“501(c)(3)”).
- The 403(b)(9) Retirement Plan for Southern Baptist Churches is a Code Section 403(b) plan. The Internal Revenue Code limits participation in Code Section 403(b) plans to employees of 501(c)(3) organizations (as well as employees of certain educational organizations and government employees). Section 501(c)(3) status is a basic, preliminary legal requirement.
- Persons who work for a vocational association/ministry may only participate in a Code Section 403(b) plan such as the 403(b)(9) Retirement Plan for Southern Baptist Churches if the vocational association/ministry has 501(c)(3) exempt status. **You must attach a copy of the determination letter to the application.** Failure to provide this documentation will result in rejection of this application.
- IRS Publication 557 discusses the rules and procedures for an organization to obtain 501(c)(3) exempt status. Legally, an organization does not have to be “incorporated” to fit within 501(c)(3). However, the state convention may require a vocational evangelistic association to be incorporated.
- A church, its integrated auxiliaries and a convention or association of churches are not required to file Form 1023 (application for recognition of exemption) with the IRS to be exempt from federal income taxes or to receive tax deductible contributions. However, a vocational association/ministry will be required to file this form and submit the required information to achieve 501(c)(3) exempt status.

What **plan** requirements must a vocational evangelistic association meet?

- The vocational evangelistic association must be a “Church”. It must also be an “Eligible Church” to receive state convention contributions.
- A person who is in service with a Church is eligible to participate in the 403(b)(9) Retirement Plan for Southern Baptist Churches.
- The term “Church” means an organization that meets the following:
  - (1) the organization must be a Southern Baptist organization;
  - (2) the organization must be regarded as a church by the state convention;
  - (3) the organization must be a 501(c)(3) organization; and
  - (4) the organization must be a qualified church-controlled organization (“QCCO”).

What **state** convention requirements must a vocational association/ministry meet?

- A vocational association/ministry must meet state convention requirements for a “Church.” It must also meet state convention requirements for an “Eligible Church” to get state convention contributions.
- The state convention sets the requirements for an organization to achieve “Church” or “Eligible Church” status under the 403(b)(9) Retirement Plan for Southern Baptist Churches. The state convention is responsible for monitoring whatever special requirements it imposes. For example, the state convention may require a vocational association/ministry be incorporated (even though this is not “legally” required) to be treated as an Eligible Church. The state convention is responsible for monitoring this requirement.